

## City of Diamondhead Building Department – Deputy Building Official

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**Department:** Building  
**EEO Category:** Professional  
**Date Approved:** February 2, 2016

**FLSA Status:** Exempt

### **Purpose of Position**

The Deputy Building Official works under the direction of the Building Official in organizing and directing all building code inspections and enforcement activities in the City of Diamondhead. This individual oversees the inspection of buildings to ensure compliance with codes and ordinances relating to construction, electrical, plumbing, gas and mechanical installations including fire protection and suppression systems. Work is performed with a wide-ranging scope to exercise independent judgment.

### **Essential Job Functions:**

- Plans and organizes in providing inspection, regulatory and code enforcement services related to all phases of building construction, electrical, plumbing, gas and mechanical installations including fire protection and suppression systems.
- Shall make all required inspections, or accept reports of inspections by approved agencies or individuals.
- Participates in the review of plans and specifications to determine compliance with existing codes and ordinances prior to the issuance of permits; confers with engineers, architects and contractors to resolve design problems and to interpret code requirements.
- Investigates activities and practices in violation of codes and ordinances; initiates legal action as appropriate and recommends changes in codes and ordinances of inspection activities necessary to prevent future violations. Prepares code enforcement action letters.
- Works with City Manager, City Council and commission members related to the enforcement of codes adopted by the City.
- Issue all types of building and planning permits upon the direction of the Building Official.
- Shall have the authority as necessary in the interest of public health, safety and general welfare to recommend to the City Manager and City Council to adopt any rules and/or regulations to interpret and implement the provisions of City codes. Such rules will not violate or have the effect of waiving the structural or fire performance or engineering practice involving public safety.
- Knowledge of National Flood Insurance Program (NFIP) and other activities generally accepted that reside in a building department.
- Undergird the activities of the Planning and Zoning Commission. Prepares legal notice for all types of planning and zoning cases.
- Makes zoning and floodplain determinations
- Upon direction, carries out the Building Officials duties during his/her absence.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of modern developments, current literature and information related to municipal building inspection and code enforcement.
- Thorough knowledge of modern building construction methods materials and inspection techniques.
- Thorough knowledge of the requirements of the family of International codes NFPA standards relating to fire protection and suppression systems.
- Ability to plan, organize, direct and evaluate a comprehensive building inspection and code enforcement program.
- Ability to revise plans and specifications and to determine compliance with applicable codes and ordinance provisions.
- Ability to establish and maintain effective working relationships with subordinate employees, contractors, architects and the public.
- Ability to prepare concise oral and written reports as well as code enforcement action letters are essential.
- Ability to read, evaluate and interpret codes, ordinances and regulations in preparing an appropriate response.
- Excellent customer service skills
- Thorough knowledge and ability for all plan reviews, for building permits and planning purposes.
- Knowledge of “Incode” permitting software.

**Education and Experience**

A high school graduate or its equivalent and considerable experience in building code inspection and enforcement including municipal land use regulations and ordinances. Completion of college-level course work in civil or structural engineering or related field i.e. construction management. Minimum of five (5) years’ experience with two (2) years in a supervisory capacity. Administrative experience in code enforcement and building inspection programs preferred. Other combinations of experience and education that meet the minimum requirements may be substituted.

**Required Licenses or Certificates**

Must possess valid Mississippi driver’s license. Course certification through the International Code Council.

**Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, climbing, walking, twisting and kneeling to perform the essential functions. Working

conditions are both indoors and outdoors.

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Employee

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Date

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Supervisor

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Date